



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF
AFLG-PR

31 March 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-13,
Availability of Government Travel and Transportation Fares to
Government Contractors

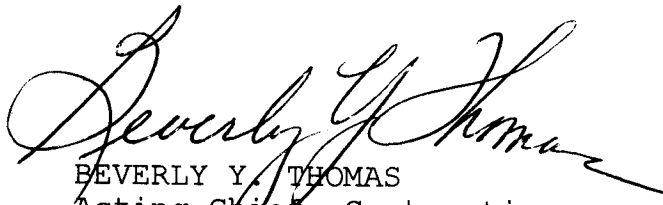
1. Reference:

- a. GSA Fact Sheet dated October 1998 (encl 1),
- b. Society of Travel Agents in Government (STAG) Paper on
uses of Government Contract Air fares (encl 2), and
- c. Per Diem, Travel and Transportation Allowance Committee
(PDTATAC) Memo on Use of ITOs by Contractors and Contract City
Pair Program (encl 3).

2. **PLEASE ENSURE WIDESPREAD DISTRIBUTION OF THIS CIL.** Recent changes in the Joint Travel Regulation (JTR) have caused a great deal of confusion surrounding government travel discounts to government contractor organizations commonly referred to as "CRCs." The CRCs are eligible to use available government discounts ONLY with the approval of the airline. Agreement to use a government rate is solely between the vendor and each CRC. Please exercise patience as changes will probably take some time to fully implement.

3. An official text of the new JTR rules may be found at the following web site: <http://www.dtic.mil/perdiem/>. At this web site, click on the button marked "Travel Regulations" and then click on the link marked as "Changes to the JFTR and JTR Effective Immediately". Then scroll down to the "Changes for Volume 2, JTR" and click on the item marked "CAP Item 45-98E, Use of ITOs by Contractors and Contract City Pair Program". Clyde Thomas, DSN 367-6372.

3 Encls
as


BEVERLY Y. THOMAS
Acting Chief, Contracting
Division, DCSLOG
Acting Principal Assistant
Responsible for Contracting

AFLG-PR

SUBJECT: Contracting Information letter 99-13, Availability of
Government Travel and Transportation Fares to Government
Contractors

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

FT RILEY, ATTN: AFZN-DOC

FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

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FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC

Contractor Eligibility

General Services Administration
Federal Supply Service
October 1998

FACT SHEET

SUBJECT:

Availability of Government travel and transportation contract fares or prices to Government contractors.

BACKGROUND STATEMENT:

The General Services Administration (GSA) implements cost-saving initiatives to reduce the cost of Federal travel, both through contractual arrangements and negotiated rate agreements with private vendors. The individual contracts or agreements between GSA and the vendors determine whether contractors are eligible to utilize the travel cost saving programs.

The term "contractor(s)" means:

- a. Contractors working under a cost reimbursement contract; and
- b. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and which are wholly Federally funded (e.g., Government-owned, contractor operated (GOCO), federally funded research and development (FFRDC), or management and operating (M&O) contracts).

ACTION:

1. Contract air passenger transportation practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines. As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors are not eligible to use GSA's contract city pair fares.

Invitational travel orders should not be issued for Contractors at the Government contract fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.

Contact Point: Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

2. Discount rail service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required.

3. Discount hotel/motel practices. Several thousand lodging providers extend discount lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required.

Contact Point: GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415)522-4671

4. Department of Defense (DOD) car rental practices. DOD's Military Traffic Management Command negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting agency.

Contract Point: Military Traffic Management Command
5661 Columbia Pike
ATTN: MTOP-QE
Falls Church, VA 22041-5050
(703)681-6393

Complaints/Discrepancies/Claims - Chris Braswell
(703)681-6292

Vendor requirements

The vendor providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing agency's contracting officer. Attachment 1 illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

Agency responsibilities.

Agencies should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DOD's Commercial Travel Offices (CTOs) have this information.

Agencies should furnish Government contractors with the identification letter referenced above, for presentation to AMTRAK, hotel/motel, and/or car rental firms upon request. It should be noted, however, that these vendors are under no obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

All agencies should circulate this information to contracting officers and to Government authorized contractors, where applicable.

For further information: Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406 (703)305-7640

Jeffrey Koses

Director
Service Contracts Division
Services Acquisition Center

Attachments

ATTACHMENT 1

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vender

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this agency

under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), AND WITH THE APPROVAL

OF THE CONTRACT VENDOR, the employee is eligible and authorized to use available travel discount rates in accordance with

Government contracts and/or agreements. Government Contract City Pair fares are not available to Contractors.

SIGNATURE, Title and telephone number of Contracting Officer

Appropriate Uses of Government Contract Air Fares

For Federal Contracting Officers & Government Contractors

Eligibility

Availability

Authorization

Airline Statements

Current/Problems

Introduction

This publication will seek to clarify what has become one of the most perplexing issues surrounding government travel discounts: the availability, eligibility and authorization to use government travel and transportation contract fares for the 200,000 government contractor organizations commonly referred to as "CRCs." This publication clarifies the guidelines for all contracting officers, travel agents and CRCs involved in the performance of a government contract.

What is a CRC?

A CRC can be anything from a Fortune 500 profit-seeking entity contracted with the government to do work on a cost-reimbursable basis, to a non-profit entity, chartered by Congress to work solely for government agencies. CRCs are eligible to use available government discounts for travel performed in support of those contracts, ONLY with the approval of the airline. Agreement to use a government rate is solely between the vendor and each CRC.

The Problem

The problem centers around the use of airfares. The government generally enjoys the most heavily discounted, unrestricted airfares. As coach fares continue to rise and discount fares for business travel decline, the Government's discounts become increasingly attractive. Both contractors and contracting agencies are swayed by the potential to cut costs.

With the enormous savings potential involved, it is no wonder this issue generates so much interest and confusion. Some government contracting officers and auditors may have encouraged contractors to use unauthorized fares.

There are instances where, for competitive reasons, airlines, car rental companies, and hotels have contractually extended these rates to CRCs on an individual basis.

Lilas Soukup, of STAG's Travel Manager Council, explains, "The use of government rates by a CRC must either be extended by the individual vendor through the GSA contracts, or a special provision must be agreed upon by the vendor and the CRC travel manager on an individual basis. Use of any GSA contract rate without appropriate airline/other vendor documentation authorizing use of these rates is a serious problem. Whether you are a vendor, travel management company, contracting officer, or CRC, be certain you are clear on your position and that all parties concerned are in agreement with your actions."

Vendor decisions to offer these rates to CRCs have varied for competitive and economic reasons. The major industry affected by these pressures are the airlines. Their particular official stance on this issue can be seen in the Airline Statements Section concluding this report.

What Can a CRC Do?

1. Determine your eligibility to use travel discounts.
2. Find out which discounts are available.

3. Obtain necessary authorizations.

Eligibility

The contract between GSA and the airlines is the sole determinant of airfare eligibility under the city-pair program. Eligibility depends on the nature of one's contract(s) with the Government. These STAG recommended guidelines. (see below).

CRCs are eligible to use available government discount airfares only when the airline has agreed to extend the fares. The major airlines draw a restrictive line here, and have generally declined to make their government airfares available to non-mandatory users. However, some carriers have given authorization for CRCs to use government rates on an individual basis. STAG strongly recommends that all such authorizations be in writing.

The ineligibility of CRCs to obtain government discount fares on most airlines is not altered by the form of payment, the specific travel agency used or requirements imposed by individual contracting officers.

Availability

Once a CRC's eligibility is determined, availability comes in to play. Numerous hotel and car rental firms extend Government discounts to CRCs. Official Airline Guides and Patriot Systems list carrier, hotel, or car rental firms that have agreed to extend discounts to CRCs. See sample OAG listing on this page for the CRC code that denotes "rates extended to CRCs."

Authorization

Authorization for eligible contractors to use available discounts, to the extent required by vendors, must be provided by the contracting officer (usually in the form of a Standard Letter of Identification). For your convenience we have included a copy of the letter. (see below).

It is important to reiterate that form of payment, be it GTR or approved government charge card, does not authorize the government discount rates.

Summary

In order to "do the proper thing," follow this simple procedure:

First, determine if the company is a CRC and is eligible to use travel discounts.

Second, very carefully check which discounts are available to CRCs. The best sources for this are STAG, OAG, or Patriot Systems.

Finally, obtain necessary authorization(s) and identifications from the contracting officers.

For More Information

You may wish to contact the following organizations for additional information:

GSA: 703/305-7640; FAX 703/305-3040

MTMC: 703/681-4932; FAX 703/681-3014

STAG: 301/654-8595; FAX 301/654-6663

STANDARD LETTER OF IDENTIFICATION

FORMAT FOR GOVERNMENT COST REIMBURSEMENT TYPE CONTRACTORS TO QUALIFY FOR

TRAVEL DISCOUNTS

(TO BE TYPED ON AGENCY OFFICIAL LETTERHEAD)

TO: Contract Carrier

SUBJECT: Official Travel of Government Contractor

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), AND ONLY WITH THE APPROVAL OF THE CONTRACT AIRLINE, the employee is eligible and authorized to use available travel discount rates in accordance with the General Services Administration passenger services contract with the airlines.

Except as otherwise provided in the General Services Administration passenger transportation service contracts, government contract fares are available to government contractors only at the option of the airline. Contract carriers may, but are not required to, offer contract fares to non-mandatory users.

Under the terms of the Air Passenger Transportation Contracts, provisions in other government contracts requiring use of contract fares by government contractors or letters written by government contracting officers or other employees, are not binding on carriers unless the provision for such usage is a part of the specific carrier's Air Passenger Transportation Service Contract.

(SIGNATURE, TITLE, AND TELEPHONE NUMBER OF THE CONTRACTING OFFICER)

NOTE: Various discount travel rates are available to eligible government contractors only at the option of the vendor under contract and/or agreement with the General Services Administration or Department of Defense. STAG's Member Profiles Manual identifies those vendors who have agreed to extend contract air/rail fares and reduced room and car rental rates to government contractors. Detailed information and procedures should be obtained directly from your Federal contracting agency.

STAG GUIDELINES FOR CRC RATES & AVAILABILITY

SUBJECT: Availability of government travel and transportation contract fares or prices to cost-reimbursement type contractors

Purpose: This guideline advises Federal agencies of the availability of travel discounts to cost-reimbursement contractors in the performance of a government contract.

Applicability: The information in this guideline pertains to travel discounts available to eligible cost-reimbursement contractors in the performance of a government contract. As used in this the term "contractor(s)" means:

Contractors working under a cost-reimbursement contract or other types of contracts involving direct travel costs to the government.

Contractors working for the government at specific sites under special arrangements with the contracting agency, and which are wholly funded at such sites through Congressional appropriations (e.g., Government Owned Contractor Operated (GOCO), Federally Funded Research and Development (FFRDC), or Management and Operating (M&O) contracts).

Background: Over the past few years, the General Services Administration (GSA) has implemented cost-saving initiatives to reduce the cost of Federal travel, both through contractual arrangements and negotiated rate agreements with private vendors. The individual contracts between GSA and the vendors determine whether contractors are eligible for participation under the contract.

Contract Air Passenger Transportation Practices: Under GSA's contracts for air passenger transportation, a contract airline may, but is not required to, provide the contract fare to a cost-reimbursement contractor.

Contractor eligibility to utilize GSA fares is governed solely by the contracts between GSA and the air carriers. OAG and Patriot Systems list those airlines which have agreed to furnish services to eligible contractors when the indicated identification and payment conditions are satisfied.

Department of Defense (DoD) Car Rental Practices: Under DoD's Military Traffic Management Command's negotiated rate agreements with car rental companies, government employees generally utilize special flat rates with unlimited mileage while traveling on official government business. Some of these discount rates are also being offered to government contractors, at the vendor's option, with appropriate identification from the contracting agency. Accepted methods of payment include cash and personal credit cards. Participating car rental firms, including those offering discount rates to government contractors, are published in the "Rental Car Information" section of OAG, Patriot Systems, STAG's Member Profiles Disk and other industry resources, and should be used as the first source of supply for car rental needs.

Vendor Requirements: The vendor providing the service may require that the government contractor furnish a letter of identification signed by the authorizing agency's contracting officer. A Standard Letter of Identification (see above) enables eligible government contractors to use travel or transportation discounts negotiated by GSA and MTMC, where available. Specific requirements, such as required methods of payment for contract air transportation discounts, may be found in the OAG and Patriot Systems.

Agency Responsibilities:

Agencies should know which airlines offer GSA contract fares to government contractors and ensure that their contractors know how to obtain this information.

Agencies should ensure that contracts with private firms include a provision that any savings achieved through the contractor's use of government travel discount programs accrue to the government.

Agencies should furnish government contractors with the required identification letter referenced for presentation to the contract airline, hotel/motel, and/or car rental firm.

Inquiries: Inquiries concerning this guideline may be directed to the Society Of Travel Agents In Government (STAG), 6935 Wisconsin Avenue #200, Bethesda, MD 20815, 301/654-8595; FAX 301/654-6663.

Action: All agencies should circulate this information to contracting officers and to Government contractors, where applicable.

Airline Statements

Government contracts with the airlines list potential non-mandatory users who might (but are not required to) use the fares if they were available. Airlines are invited to extend the fares on a discretionary basis to these non-mandatory users, but most have declined to do so.

So that there are no misconceptions, the following airlines have issued statements on their current CRC policies:

America West policy regarding eligibility and travel restrictions for federal contract fares permits cost reimbursable contractors to travel only on federal "YCA" fare classes. America West currently has 20 awarded city pairs with these fare classes. Cost-reimbursable contractors will NOT be permitted to travel on any matching "DG" type fare classes. The following is a list of the Mandatory Components of a form letter allowing use of Federal Government fares by cost-reimbursable contractors on America West Airlines: Letter must be on official letterhead of authorizing government agency; full name of traveler; company name; government contract number-task number is acceptable if contract number is not available; period of contract-provide dates; signature, title and telephone number of Contracting Officer.

Should you have any further questions, please don't hesitate to call me at 1-800-621-6108, ext. 84626.

Elaine Peoples, Mid-Atlantic Area Sales Mgr.
Military & Government Sales Programs
America West Airlines

American Airlines remains firm in its policy of restricting use of city-pair contract fares to employees of the Federal Government. We permit no exceptions and will vigorously pursue those who abuse the program by every means available to us, including ticket audits, debit memos and, in the most serious cases, removal of our plates from the ticketing location.

We have seen many "official authorization letters," written on letterhead stationery of various military and government offices, stating that employees of a certain organization qualify for use of the city-pair fares. Travel agents and SatoTravel personnel should be very clear in understanding that only American Airlines may provide this authorization. CRCs, FFRDCs, GOCOs, and M&Os are not government employees and, therefore, not eligible to use these fares.

Bill Quackenbush, Manager
Military & Government Sales
American Airlines

Continental Airlines policy on GSA city-pair contract fares remains clear and unchanged. Only bonafide employees of the Federal Government traveling on official business using an authorized form of payment are eligible. government contractors of any kind are not permitted to use Government contract fares with "CA" and "DG" designators. No exceptions.

Misuse of government contract fares will result in recall of commissions and additional collection debit memos based on the lowest unrestricted coach airfare.

Gary Sznajder, Manager
Military & Government Sales Programs
Continental Airlines

Delta Air Lines' instructions to travel agents and Sato offices, concerning the non-use of these fares by cost-reimbursable contractors are:

Delta does not extend any fare ending with a fare code designator of "CA" or "DG" to Government cost-reimbursable Contractors (including CRCs, FFRDCs, GOCOs and M&Os and Tribal Organizations not classified as mandatory).

It is the ultimate responsibility of the Travel Management Center/Commercial Travel Office to ensure that the individual airline's tariff rules are followed. The integrity and success of the GSA city-pair program relies on the proper application of these fares for only authorized individuals. Abuse or improper applications of these fares can result in financial penalties to the ticketing entity.

Delta applauds the efforts of STAG, GSA and DoD to clarify and communicate these policies to travel agencies and the government contractor communities.

Thomas M. Anderson, Manager
Military and Government Sales
Delta Air Lines, Inc.

CRCs, GOCOs, and FFRDCs are not authorized to use any Northwest Airlines fare with a fare code designator of "CA" or "DG". Travel agencies who issue tickets to unauthorized users of these fares will receive debit memos for the difference between the fares charged and the normal one-way fare.

We have noticed a reduction in the misuse, and we thank STAG, DOD, GSA, and the military and government travel agency community for their efforts in helping to minimize the misuse of these fares.

Dennis E. Clifford, Director
Military and Government Sales
Northwest Airlines

TWA authorizes the use of the GSA city-pair contract fares for Federal Government employees traveling on government business. Any TWA fare which has a code ending in "CA" or "DG" is for official travel only and to be used solely by government employees specified in the current GSA agreements with TWA. Any unauthorized use of these fares is subject to debit memos.

We believe this policy is clear and appropriate and appreciate your effort in reducing any misunderstanding.

Jim Sebek, Manager
Airline Marketing (Military/Government)
Trans World Airlines, Inc.

United welcomes your help in communicating our policy not only to travel agents and Satos, but also the many cost-reimbursable contractors who comprise a valued portion of our customer base.

Our policy, like that of all other major carriers, is straight-forward: fare bases ending in the codes "CA", "DG" and "MZ" may be used appropriately only by direct employees of the Federal Government. Employees of cost-reimbursable contractors, FFRDCs and GOCOs are not eligible for these types of fares on United.

The distinction between direct employees of the Federal Government and similar entities is important: misuses of the fares can result in significant financial penalties.

John Nicholson, Manager
Government and Military Sales
United Airlines

USAirways would appreciate your assistance in communicating our policy to agencies that book contractor travel. Our policy is very clear. Fare bases ending in the codes "CA" or "DG" may not be used by employees of cost-reimbursable contractors, FFRDCs, and GOCOs. Misuse of these airfares will result in the issuance of debit memos reflecting additional collections applied to the lowest unrestricted coach fares.

Paul Korry, CTC, National Accounts Manager
Government and Military Sales
USAirways

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PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
HOFFMAN BUILDING 1, ROOM 836
2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

EDITORIAL CHANGE

PDTATAC(tmc)

23 November 1998

MEMORANDUM FOR EDITOR

SUBJECT: CAP Item 45-98E - Use of ITO's by Contractors & Contract City Pair Program

1. The city pair air fare contract, effective 1 October 1998, indicates that Government contractors are not eligible for city pair air fares. We have been advised by GSA that par. C6000, item 10 is confusing and frequently interpreted in the field to allow contractors to be put on ITOs since it is generally considered to be in the best interest of the DOD to do so. The result is that that city pair fares intended for employees only are applied to contractors.

2. The purpose of this change is to:

- (a) reword item 10 in par. C6000 to preclude the above described interpretation;
- (b) ~~insert a check box in the sample ITO~~ for indicating whether the individual traveling under the ITO is or is not eligible for contract city pair fares;
- (c) Insert highlighted notes in the regulations and on the ITO to indicate that contractors and contractor employees aren't Government employees and aren't eligible for city pair fares or any other travel related items restricted to Government employees;
- (d) update par. C6004 based on a new GSA fact sheet concerning availability of Government travel and transportation contract fares or prices to Government contractors;
- (e) update the conditions in par. C6005-A2 and the FAQ section regarding mandatory use of city pair fares.

3. This change should appear in JTR change 400, dated 1 February 1999.

(a) Revise JTR, Chapter 1, Part A by inserting a note in par. C1000 as shown.

C1000 APPLICATION

(Note: A Government contractor or contractor employee is not a Government employee.)

A. Inclusion. Except as indicated in subpar. B, the provisions in this Volume apply to:

(b) Revise JTR, par. C6000 by inserting the following note before the paragraph and amending item 10 as shown; and change par. C6001, item 4 as indicated. (All the changes in (b) through (d) will also be inserted in JFTR, Par. U7700)

(NOTE: Invitational travel orders may be used for authorizing travel and transportation at Government expense for contractors or contractor employees only under the circumstances in par. C6000, item 10. Government contractors and contractor employees aren't Government employees and aren't eligible under any circumstances for city pair air fares or any travel related items restricted to Government employees.)

C6000 WHEN AND TO WHOM APPLICABLE

Invitational travel is the term applied to authorize travel of individuals,

- a. not employed by the Government, or
- b. employed (under 5 U.S.C. § 5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, and
- c. for individuals serving without pay or at \$1 a year

when they are acting in a capacity that is directly related to, or in connection with, official DOD activities. Travel allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-C for interview travel and by item 15 of this paragraph for spouse invitational travel. See item 10, par. C6001, item 2 and par. C6004 regarding travel by Government contractors. Invitational travel may be authorized in cases such as when:

1. *****;

- 10. a Government contractor or contractor employee travels under a contract that does not provide funding or reimbursement for travel and transportation costs ***(NOTE 1: The intent of this item is to accommodate those very few rare instances when a contractor's personnel must travel but the contract didn't anticipate any requirement for travel and doesn't provide funding or reimbursement for travel and transportation costs. It's not the intent***

of this item to induce or suggest that contracts should be negotiated without providing for travel and transportation costs when travel by the contractor's employees is reasonably foreseen.) (NOTE 2: Government contractors and contractor employees aren't Government employees and aren't eligible under any circumstances for civil air fares or any travel related items restricted to Government employees.);

C6001 RESTRICTIONS

Invitational travel at Government expense shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. C6000, item 10);
3. dependents and/or movement of HHG or other property of individuals for whom invitational travel orders are issued;
4. (a) Federal Government employees or (b) members of the Uniformed Services, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized preemployment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/uniformed member may be included on invitational travel orders issued to a patient when traveling as a non-medical attendant.

(c) Revise JTR, par. C6003 and the sample format of an invitational travel order as shown.

C6003 INVITATIONAL TRAVEL ORDER

The sample format contained herein may be used as a guide in the preparation of an invitational travel order in all Services. The use of the sample format isn't mandatory.

SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____
(Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

A Government contractor or contractor employee isn't a Government employee. If you are a Government contractor or a contractor employee, or someone who doesn't fit the definition of "employee" in Joint Travel Regulations (JTR), par. C1000, you aren't eligible for city pair air fares or any travel related item restricted to Government employees. If you are or fit the definition of a Government employee, a uniformed service member or the dependent of a Government employee or uniformed service member, you are eligible for contract city pair air fares and any travel-related item restricted to Government employees.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

You are ☐ are not ☐ eligible for contract city pair air fares.

- ☐ Transportation has been arranged by the order issuing agent.
☐ Transportation tickets are included with this order.
☐ Transportation tickets shall be provided at a later date.

☐ To arrange transportation call: () _____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who aren't Government employees. If you're in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing can't be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO doesn't permit the CTO to arrange transportation for contractors/contractor employees or others who aren't Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DOD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation isn't allowed.

☐ You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of \$0.325 cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount

for meals and incidental expenses, not to exceed the maximum amount prescribed in JTR, Appendix B or D for the locality concerned. If your costs, particularly for lodging, are more than the maximum per diem rate prescribed in JTR, Appendix B or D, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings, meals, fees and tips to waiters, bellboys, maids, porters, personal laundry, pressing, and dry cleaning; local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order

to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to: _____

(d) Revise JTR, pars. C6004, C6005 and the "Frequently asked questions about using the Contract City Pair Program" following par. C6005-E2 as shown.

C6004 AVAILABILITY OF GOVERNMENT TRAVEL AND TRANSPORTATION CONTRACT FARES OR PRICES TO GOVERNMENT CONTRACTORS.

Individual contracts or agreements between GSA and the vendors determine whether contractors are eligible to utilize the travel cost saving programs - *except that contract city pair fares must not be used by Government contractors or contractor employees.*

A. Contractor(s). means:

1. Contractors working under a cost reimbursement contract; and
2. Contractors working for the Government at specific sites under special arrangements with the contracting agency, and which are wholly Federally funded (e.g., Government-owned, contractor operated (GOCO), federally funded research and development (FFRDC), or management and operating (M&O) contracts).

B. Contract Air Passenger Transportation Practices. Use of GSA contract air passenger fares is governed by GSA's contracts with the airlines and by the Defense Transportation Regulation, Part I. (DOD 4500.9-R) Chapter 103. *As of October 1, 1998, under GSA's contracts for air passenger transportation services, contractors aren't eligible to use GSA's contract city pair fares. Invitational travel orders must not be issued for contractors to receive air fares at the Government contract city pair fare, nor should contractor travel be issued on Government centrally billed accounts at the Government contract fare.* For more information contact:

Services Acquisition Center (FCXB)
Federal Supply Service
General Services Administration
Washington, DC 20406
(703) 305-7261

C. Discount Rail Service. AMTRAK voluntarily offers discounts to Federal travelers on official business. These discounted rates may be extended to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H).

D. Discount Hotel/Motel Practices. Several thousand lodging providers extend discount lodging rates to federal travelers. Many currently extend their discount rates to eligible contractors traveling on official Government business. A contractor-issued letter of identification is required (See subpar. H). For more information contact:

GSA Travel and Transportation (9FBT-1)
450 Golden Gate Avenue, 4th Floor W
San Francisco, CA 94102
(415) 522-4671

E. DOD Car Rental Practices. DOD's Military Traffic Management Command negotiates special rate agreements with car rental companies available to all Government employees while traveling on official Government business. Some car rental companies offer these discount rates to eligible Government contractors at the vendor's option, with appropriate identification from the contracting DOD component (See par. H). For more information contact:

Military Traffic Management Command

5661 Columbia Pike
ATTN: MTOP-QE
Falls Church, VA 22041-5050
(703)681-6393
Complaints/Discrepancies/Claims - Chris Braswell (703)681-6292

F. Vendor requirements. The vendor providing the service may require that the Government authorized contractor furnish a letter of identification signed by the authorizing DOD component's contracting officer. Par. H illustrates a standard letter of identification to request eligible Government contractors use of travel and/or transportation discounts negotiated by the Government, where available.

G. DOD Component Responsibilities. DOD components should know which hotels and car rental companies offer Government discount rates to Government contractors and ensure that their authorized contractors know how to obtain this information. This information is provided to and published by several commercial publications including the Official Airline Guides Official Traveler (800) DIAL-OAG, Innovata (800) 846-6742, and National Telecommunications (201) 928-1900. In addition, GSA contract Travel Management Centers (TMCs) and DOD's Commercial Travel Offices (CTOs) have this information.

All DOD components should circulate this information to contracting officers and to Government authorized contractors, where applicable. For more information contact:

Renita Townsend Nowlin
Service Acquisition Center
Service Contracts Division (FCXB)
Crystal Mall #4, Room 506
Washington, DC 20406
(703)305-7640

H. Contractor Letter of Identification. DOD components should furnish Government contractors with the following identification letter, for presentation to AMTRAK, hotel/motel, car rental firms and/or use DOD facilities (when permitted) upon request. It should be noted, however, that the vendors are under obligation to extend the discounted Government rates to contractors working on behalf of the Federal Government.

OFFICIAL AGENCY LETTERHEAD

TO: Participating Vendor

SUBJECT: OFFICIAL TRAVEL OF GOVERNMENT CONTRACTORS

(FULL NAME OF TRAVELER), the bearer of this letter, is an employee of (COMPANY NAME) which has a contract with this agency under Government contract (CONTRACT NUMBER). During the period of the contract (GIVE DATES), AND WITH THE APPROVAL OF THE CONTRACT VENDOR, the named bearer is eligible and authorized to use available travel discount rates in accordance with Government contracts and/or agreements. Government Contract City Pair fares are not available to Contractors.

SIGNATURE, Title and telephone number of Contracting Officer

C6005 CITY-PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and E. Following is an edited extract from that regulation.

A. POLICY

2. GSA airlift contracted through the Contract City Pair Program shall be used for Government employees. **EXCEPTION TO THE USE OF CONTRACT CARRIERS:** One or more of the following travel conditions which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route. Those conditions are as follows:

- a. Space or scheduled flights aren't available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- b. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours; or
- c. A non-contract (DOD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** This exception doesn't apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account.
- d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight isn't acceptable to the traveler.

f. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

(1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and

(2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

E. SCHEDULED AIR CARRIERS

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B isn't available or doesn't meet the mission requirement.

2. Cost reimbursable contractor personnel in possession of invitational travel orders are prohibited from using Government discount fares (including Contract City Pairs fares) when purchasing commercial airline tickets

NOTE: See JTR, par. C2001-A2c for policy regarding use of Rail or Bus service."
Frequently asked questions about using Contract City Pair Program

1. What if I can find a cheaper fare - Can I use it?

Answer: Yes, under certain conditions. An exception to the city pair contract allows the use of lower fares offered by non-contract carriers, provided the fares are available to the general public, i.e., not restricted to Government travel. Once a contract is awarded, many non-contract carriers offer matching or lower fares (e.g., DG) in an attempt to increase their share of business in the market. If travelers routinely use these matching fares as a first choice, without considering the contract carrier, the integrity of the entire program suffers. Carriers may choose not to participate in future contracts; thereby, causing a loss of program benefits and creating possible higher fares for all.

2. How come I never get nonstop service from my area? I always must use a connecting flight to my destination. My time should be factored into the costs.

Answer: Reasons for connecting service vary, but most commonly it's a matter of no offer, or an extremely high priced offer from a carrier with nonstop service. This program relies on carriers submitting offers of service in a given market. If nonstop service doesn't exist or the carriers choose not to offer, there is little the Government can do. During the evaluation process, offers are compared to fares available in the market to determine if it is a "smart buy" to make the award. It doesn't make much sense to contract for a fare that is the same or higher than what is already available in the market. As to your time, it is factored into the evaluation of offers. The evaluation process is a "greatest value concept" using price and

technical trade offs to reach the best award. Items such as service, flight distribution, elapsed flying time, and number of available flights, are considered. Contract award criteria place greater emphasis on quality service than on price.

3. My area has 3 airports, but fares vary between each of them and certain destinations. Why?

Answer: GSA solicits CONUS markets by airport to allow the Government traveler a choice of airports and to provide more options in flight scheduling. One reason fares vary is that a carrier may serve one airport, but not others. Also, competition among numerous carriers serving the same airport often produces lower fares to and from that particular airport, and in some instances, the participation of a recognized "low price" carrier in a market can have a dramatic impact on available fares.

4. Our organization has a lot of Cost Reimbursable Contractors (CRCs). Why can't they use the Government contract fares?

Answer: Under the terms of the GSA contract, Government contractors aren't eligible for city pair fares under any circumstances.

Exceptions to the Required use of Contract Carriers

One or more of the following travel conditions, which must be certified on the travel order or travel voucher by an agency-approved authorizing official, must apply if a carrier other than the contract carrier is used for travel with a contract route.

1. Space or scheduled flights aren't available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.
2. The contractor's flight schedule is inconsistent with explicit policies of individual Federal department and agencies or mandatory users of scheduled travel during normal working hours.
3. A noncontract (DOD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government or other mandatory user to include the combined cost of transportation, lodging, meals, and related expenses. This exception doesn't apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to Government and military travelers on official business and may only be purchased with a Government procurement document (e.g., a GTR), contractor issued charge card, or centrally billed account.
4. Rail service is available and such service is cost effective and consistent with mission requirements.
5. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. A through fare, special fare, commutation fare, excursion fare or reduced-rate roundtrip fare is available and;

- (1) the agency determines prior to the employee's travel that this type of service is practical and economical to the Government; and
- (2) in case of a fare that is restricted or has specific eligibility requirements, it is known or can reasonably be anticipated, based on the travel as planned, that the ticket will be used.

(e) Revise JTR, Appendix A, Definition of employee as shown.

EMPLOYEE. The Secretary of Defense, DOD officials, or any other individual employed in or under DOD. This definition includes an individual employed intermittently as an expert or consultant and paid on a daily when actually employed (WAE) basis and an individual serving without pay or at \$1 a year (5 U.S. Code 5701(2)) It also includes new appointees to permanent positions outside the continental United States (CONUS) and individuals described in par. C4050-1. A Government contractor or contractor employee is not a Government employee.